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Approved For Release 2000/04/14 : CIA-RDP73-00099A000200100013-3

13 April 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Records Management Activities
in DDS Area

The intent of this report is to inform the CIA Records Management Board of significant Records Management Activity that transpired in the offices of the Support Directorate during the period 1 January 1970 thru 31 March 1970.

A review of the reports received from the operating components indicate that 744 cubic feet of records, stored at the Agency Records Center, were authorized for destruction during this reporting period. This increases the cumulative total of records authorized for destruction since the beginning of the Purge, to 4,915 cubic feet.

In addition to the above action concerned with the destruction of records, there were several other accomplishments, all of which are consistent with the furtherance of good Records Management Practices. Some of the more significant actions are as follows:

1. The Office of Finance has developed and implemented a briefing program in record-keeping and proper disposition of financial records at field stations. This briefing, presented to each Finance Officer prior to his assignment overseas, is given by members of the Finance Support Staff. It is anticipated that this will permit elimination, at the source, of non-record material not needed by Headquarters.
2. The Office of Finance has received concurrence in the destruction of salary vouchers, after 12 years, for Indigenous Employees that do not meet the established criteria for official payroll records. It is estimated that this should result in the destruction of approximately 450 cubic feet of records.
3. Revisions have been made to several Records Control Schedules. Some of these revisions have resulted in the reduction of retention periods.
4. The Office of Communications installed file systems in several of their components and also completed and disseminated an Office of Communications Dispatch and Pouch Procedures Handbook.
5. Several of the Records Officers in the Support Directorate have attended seminars or other training media in order to broaden their knowledge of Records Management. In addition to attendance at general Records Management courses, some have attended specific workshops in Directives Management, Reports Management, and Micro-film Information Systems. Also, several attended

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exhibits of new record-keeping equipment.

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6. Several meetings were held with Records Officers and [REDACTED] of Printing Services Division to review possible microfilm projects. The projects we reviewed this quarter, with the exception of one, were concerned with space reduction aspects only. The other project, in addition to resulting in a saving of space, would also become an integral part of a records system.

The above enumerated actions should do much to strengthen the Records Management Program in the Support Directorate. In addition, these actions should result in the adoption and implementation of systems and procedures that will permit the immediate improvement in current files operation and ultimately in the reduction of the volume of records transferred to the Records Center.

I feel that we have made fair progress in correcting some of the ills that have been plaguing our Records Center. However, all this progress will be overcome if we don't take immediate steps to control creation of records in this Agency.

It is true that the Purge was the most expeditious way to create some space at the Center. We all knew that additional corrective steps would have to follow.

I feel that if we expect to have an efficient Records Management Program we must immediately concern our Records Officers with the development and implementation of effective programs related to standardized filing systems, uniform correspondence procedures, and evaluation and control of forms and reports. Work in the Reports area could occupy a person full time for at least six weeks.

In order to accomplish the above we must first obtain the assurance that Records Officers in the Support Directorate will be permitted the time necessary to devote to Records Management duties. A recent survey indicated that 5 of the 10 Records Officers in the Support Directorate devote only 8 hours or less during a 40-hour work week.

If this inadequate allocation of time is not corrected it will be impossible for us to attack the Records problem in the DDS.

I certainly hope that in the next quarter we will be able to motivate our Records Officers through meetings and instructional periods. In conjunction with this and to assure action, I feel that a few remarks by Mr. Bannerman at his DDS Staff Meeting would prove very beneficial. These remarks should cite the fact that 50% of the DDS Offices spend less than 20% on the Records Management Program.

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DDS Records Management Officer

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